

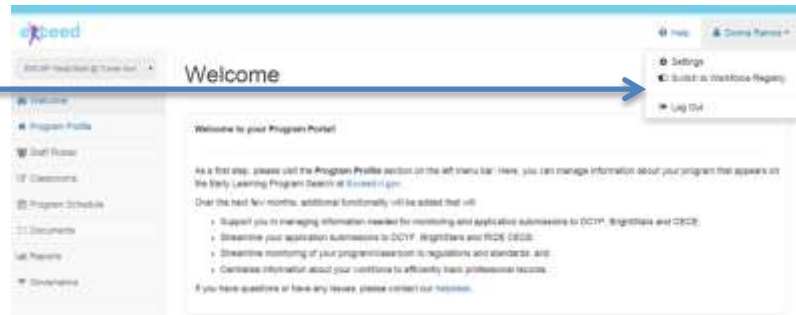


Step by Step Instructions to Update your Workforce Registry Profile on the Early Care and Education Data System (ECEDS)

For more detailed instructions or help, please visit support.exceed.ri.gov

Step 1: Click “Log In” and enter the username and password you created at exceed.ri.gov

Step 2: Click your name in the tool bar at the top right and click “Switch to Workforce Registry.” This will bring you to your Workforce Registry.



Step 3: Complete your personal Workforce Registry. You are asked to update five sections: Personal Information, Employment History, Education History, Professional Credentials, and Professional Development. Below is an image of the “Personal Information” section; any field with a red asterisk (*) denotes a required field. Be sure to click the “save” button at the bottom of the screen before moving to the next screen.

Find additional help:

Look on the Exceed website for more help documents, including how to log in, reset your password, or find your user name if you have forgotten it: support.exceed.ri.gov.



Learn more about Exceed - Rhode Island's Early Childhood Commitment at exceed.ri.gov